
	PAIA MANUAL		CONFIDENTIAL – CONTROLLED DOCUMENT FOR INTERNAL USE
	Responsibility: Finance		
	Approved by: Operations Director		
Date: February 21	Rev: 1	Captured by: Finance	Doc no: paiaman

Registration Number of Company: 2018/252538/07

NAME OF COMPANY: FIBREGLASS MOULDINGS (PTY) LTD

PAIA MANUAL in terms of Section 51 of

The Promotion of Access to Information Act 2/2000

(the "Act")

Pre-amble

This manual is written in terms of S 51 of the Promotion of Access to Information Act 2/2000. A copy is available from the South African Human Rights Commission.

This manual is intended to guide interested parties (internal and external) in the types of company information available and process required to access such information.

The document is for internal and external use and is in respect of all information available

The reference in this manual to any information in addition to that specifically required in terms of Section 51 of the Act, does not create any right or entitlement (contractual or otherwise) to receive such information other than in terms of the Act.

Revision History


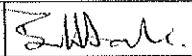
Originate document – May 2021

Definitions

SAHRC – South African Human Rights Commission

PAIA – Promotion of Access to Information

Fibreglass Mouldings Pty Ltd (trading as The Fibreglass Shop) – The Company (FGS)

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1. Company Introduction


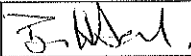
The Fibreglass Shop was established in 1970 as an industrial moulder of fibreglass products. The Fiberglass Shop has over 45 years' experience in composite mouldings and has expanded to include Plastic Injection-moulding and Roto-moulding.

Our product range includes electrical enclosures (pole, free-standing and wall mounted boxes) and boards, kiosks and trailers. Through listening to the needs of our customers we can innovate, design and develop, build and deliver to almost any need.

The company is black owned and employs 11 people with approximately 120 years combined experience. Our focus on skills development will assist us to better serve our customer needs while uplifting our employees and the communities in which we operate. Our focus on quality and safety standards have assisted us to be an accredited supplier to our key customers.

2. Company Contact Details

Directors:	Mr. H.M. Dalbock (ex-officio) Mr. G.M. Dalbock (Managing Director) Mr. B.H. Dalbock (Operations Director / Finance & Information Officer) Mr J.S. Mahlangu (Production Manager)
Postal Address:	PO Box 7166, East London, 5200
Street Address:	Site 9, Mdantsane Industrial, Mdantsane, 5219
Telephone Number:	043 761 3106
Fax Number:	043 761 3280
Email:	annamarie@fgshop.co.za

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3. The Act


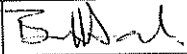
- 3.1** The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
The contact details of the Commission are:
 Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-877 3600
 Fax Number: +27-11-403 0625
 Website: www.sahrc.org.za

4. Applicable Legislation


No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 58 of 1962	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
12	No 4 of 2002	Unemployment Contributions Act
13	No 30 of 1996	Unemployment Insurance Act
14	No 97 of 1998	Skills Development Act
15	No 9 of 1999	Skills Development Levies Act
16	No 77 of 1968	Stamp Duties Act
17	No 24 of 1956	Pension Funds Act
18	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
19	No 85 of 1993	Occupational Health and Safety Act

5. Schedule of Records

We maintain records on the following categories and subject matters. All requests for access will be evaluated on a case by case basis in accordance with the Act. In particular, there may be applicable grounds of refusal of such request, as set out in the Act. Please note that many of the records held by us are those of third parties, such as clients and employees, and we take the protection of third party confidential information very seriously as these records are property of the third party and not the company. Requests for access to those records will be considered very strictly and will need to be carefully motivated.

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<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	Freely available on web site www.fgshop.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts • Memoranda and Articles of Association • Statutory Records 	Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ◦ Product leaflets • Performance Records • Product Sales Records • Marketing Records • Customer Database 	Limited information available on web site. (see above) Request in terms of PAIA
Operational	<ul style="list-style-type: none"> • Production Records • Logistics Records 	Request in terms of PAIA
Human Resources Records	<ul style="list-style-type: none"> • Employee Records • Contracts • Third party employee records 	Request in terms of PAIA
Other Internal Records	<ul style="list-style-type: none"> • Internal Policies & Procedures • Minutes of Meetings • Records held by Officials of the Company • Intellectual Property • Service Records 	Request in terms of PAIA
Client Records	<ul style="list-style-type: none"> • Contracts • Records provided by a third party • Records pertaining to the client 	Request in terms of PAIA

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6. Form of Request

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or the Department of Justice and Constitutional Development website www.doi.gov.za (under regulations). If the requestor does not use the standard form, the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided) or delayed.
- 6.2** Address your request to the Information Officer at the email address provided.
- 6.3** Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity in which they are requesting);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed fees

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an internal appeal or application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 7.6** The information officer will make a decision on the request and notify the requester in the required form. Requests will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of the information held by the Company does not give rise to any rights to access such information or records.
- 7.7** If the request is granted, then a further access fee must be paid for the reproduction and the search preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.